

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Office Assistant (General)	REPORTING UNIT NUMBER: 3872	
DIVISION/BRANCH OR CENTER: Pomona Satellite	LOCATION: Pomona	
CLASS TITLE: Office Assistant/General	POSITION NUMBER: 533-872-1441-000	EFFECTIVE DATE: 09/01/10

SUPERVISION EXERCISED

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1	Special Corpsmember		

EFFECTIVE ON THE DATE INDICATED, THE EMPLOYEE PERFORMS THE FOLLOWING DUTIES AND RESPONSIBILITIES ASSIGNED TO THE ABOVE POSITION.

Under the supervision of the Center Director or designee, the Office Assistant (OA) performs general Corpsmember and staff personnel matters which include:

- 45% Payroll: Initiate and process payroll documents which include, dock notices, maintenance deductions, overtime pay, Employee Action Requests. Ensure payroll checks are accurate and properly disbursed. Ensure CM daily attendance and leave balances are recorded daily. Complies Daily Crew rosters and post to Monthly Worksheet, using a personal computer.
- 20% Transactions: Initiate and process request for appointments, promotions, health benefits and other applications of laws and procedures. Responsible for submitting the above mentioned to appropriate personnel specialist in headquarters in a timely and expeditious manner.
- 10% Serve as front office/ first line translator and interpreter for Spanish speaking public and employees.
- 10% Type various reports, correspondence, travel claim forms, etc.
- 10% Serve as lead staff for filing, answering phones.
- 5% Receive, distribute and forward all incoming and outgoing mail (including email).

SignatureDate